



Submitting Room Inventory via the St Andrew's Online Portal

1. The Portal is found here: <https://portal.standrewscollege.edu.au/StarRezPortal>
2. You will see the screen below. Under '**Account Login**', enter your email address and password. If you don't know your password, select '**Forgot Password?**' and it will be emailed to you within 15 minutes.

3. After you have logged in, you will then be directed to the Welcome page. Select '**Inventory**' (the last menu option, as below).

4. Select your room then click '**Review**';

Inspection Title	Room Space	Location	Date Modified	Status
16/04/2015 - Inspection Run for 258 Room Spaces	004G	Main	16/04/2015	Ready for Review

Please make a selection before continuing.

Review

- On Job List page, select **'Agree'** to the exiting items in your room, add a comment if necessary and then click **'Save and Continue'** to finalize.

Comments:

Description	Current Condition	Review Comments	Agree
Bed	Item Present	<input type="text"/>	<input checked="" type="checkbox"/>
Desk	Item Present	<input type="text"/>	<input checked="" type="checkbox"/>
Easy Chair	Item Present	<input type="text"/>	<input checked="" type="checkbox"/>
Office Chair	Item Present	<input type="text"/>	<input checked="" type="checkbox"/>
Rubbish Bin	Item Present	<input type="text"/>	<input checked="" type="checkbox"/>
Telephone	Item Missing	<input type="text"/>	<input checked="" type="checkbox"/>

Save & Continue

- If an item of furniture requires repairs, log a maintenance request after completing the inventory report.

Home Application Events Accounts **Maintenance** Inventory

Thank you very much for your cooperation.

